

## Instructions for Completing Wastewater Discharge Long Forms

### **General**

This form is divided into three sections. The first section (daily sample result reporting) and the second section (reporting a summary of the sample results and QA/QC information) repeat as needed depending on the number of monitoring requirements. The third section contains three boxes: 1) pre-printed footnotes (optional) to provide assistance completing the form, 2) general remarks (for operator comments concerning any matter other than quality control, and 3) laboratory quality control comments. Signature blocks, language regarding the legal requirement to submit this form, possible uses of the data provided, and a truthful reporting statement are also in section three.

If there are changes to the facility information (address, contact name, title), cross out the outdated information, note the corrected information, and initial the changes.

**Each report includes a unique identification number (the DOC number) that is used by the data system. It is very important to use the correct monthly form for the reporting period.** Do not cross out the reporting period and use the form for another reporting period. If you need replacement forms contact the DNR representative listed in section three.

Do not change information printed in the “For DNR Use Only” box. If you have a concern about information listed in this area, either call your DNR representative or make note of it in the general remarks box.

If this form does not appear to list the monitoring requirements and/or effluent limitations specified in your permit, contact your DNR representative. You are required to test and report in accordance with the conditions of your permit.

### **Column header information:**

If a parameter number is followed by two asterisks (\*\*), your permit does not require testing for that parameter. The starred parameters are for reporting process control or general condition data and have been requested by you or your DNR representative.

Sample results should be reported in the unit shown in the column description. Data will be considered to be in error if reported in any other unit. Contact your DNR representative if you believe a change to the form is necessary.

A number displayed in the footnotes row corresponds to the footnote printed on the top of the last page.

### **Reporting daily sample results:**

When no monitoring has been performed for a parameter, the entire column should be left blank.

Sample results should be written in the line that corresponds to the date for which the sample was taken.

If more than one sample is analyzed on a day, write the highest value obtained for that day. Report the lowest value obtained for DO on a day, since the minimum level of this substance is of concern.

For BOD, multiple dilutions of the same sample represent only a single test. See Standard Methods for the Examination of Water and Wastewater to determine what test result should be reported for that sample.

When the test result is less than the limit of detection (LOD) or no detect, report the value of the limit of detection preceded by a less than sign.

**Do not enter dashes, asterisks, or other extraneous markings intended to call attention to comments written elsewhere on the monitoring form.**

**Reporting summary data:**

If preprinted Xs appear in any space on the form, it is unnecessary to report data in that field.

Discharge limits are displayed in the area titled “Limit(s) In Effect”. If your discharge has exceeded any limits during the report period, report the number of times the limit was exceeded in the box to the right of the limit. Enter the number of times a limit was exceeded only for parameters with limits printed on the form. If a value reported for the monthly average exceeds the monthly limit, enter a “1”. When the monthly limit is not exceeded, enter a “0”. Use the same process for determining the number of times a weekly limit is exceeded or the number of days a daily limit is exceeded.

When reporting annual total calculations, enter the value for 12/31/YYYY.

A weekly average need not be reported for the stub week. The weeks are defined as days 1-7, days 8-14, days 15-21, days 22-28. Any monitoring performed on days 29, 30, or 31 should be included in any calculation other than weekly average.

**When calculating effluent averages or mass levels, substitute a zero for any “less than” value. See standard requirements in the permit for more explicit instructions.**

The usual method of averaging (dividing the total of reported values by the number of reported values) should be used except for monthly average flow for land treatment. Monthly average flow for a land treatment sample point is calculated by dividing the total discharge volume for the month or period of time by the number of days in the month or period of time.

Report a total for the column whenever a monthly average calculation is required. A total should be reported for any temperature or flow monitoring associated with wasteload allocation reporting.

**Reporting Quality Assurance / Quality Control Information / Noncompliance:**

The LOD and LOQ do not need to be reported for parameters on the list titled “Parameters For Which LOD / LOQ Need Not Be Reported”. You must report LOD and LOQ for all other parameters. If you contract out your lab work, the lab should provide this information. If testing is performed on-site and you have questions regarding determining LOD / LOQ, contact your Lab Certification Officer or DNR representative.

Place an X in the “QC Exceedance” box for any column that has been referred to in the “laboratory quality control comments” box.

QA/QC comments should be placed in the “laboratory quality control comments” box. The “general remarks” box should be used to relay any other information.

**Note your permit obligations for reporting noncompliance, spills, plant upsets, etc. These requirements are usually noted in the general or standard conditions of your WPDES permit.**

Provide the nine-digit laboratory certification number for each parameter that must be monitored by a certified or registered laboratory. Flow, pH, temperature, residual chlorine, fecal coliform bacteria, and dissolved oxygen do not need to be analyzed by a certified or registered laboratory.

**Form Completion, Distribution and Return:**

Use a pen to complete the form. Make two copies of the completed and signed original form. The original form and one copy should be sent to the DNR address listed on the last page of the monitoring form. Keep the other copy for your records. The forms should be returned by the due date listed on the first page.

If you have not received a monitoring form by the beginning of a report period, notify your DNR representative.

**If you receive more than one report for a time period (for example, monthly and quarterly reports), treat them as separate reports. Do not staple them to each other. Each report needs a separate signature.**

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